

**Hiddenbrooke Maintenance District Advisory Committee
Home of Ginger Bryant, 1329 Wildwing Lane (arbor out front)
Minutes – 7 PM Monday, January 27, 2014**

Present: Joyce Estes (Chair), Mike Baldwin, Ginger Bryant, Jane McWhorter, Paul Norberg, Bob Schussel, Richard Tirrell, Kathy Wildermuth, Marcelline Mahern, and Jim Mahern (HPOA Board Liaison) (10)

1. **Administration:** Meeting started at 7:20 pm because Joyce was late. Joyce agreed to take minutes. She also reported that Charlotte Krastof and John Federowicz have resigned from HMDAC.

2. **Reports:**

- a. **Requested Maintenance:** V-Ditch cleaned behind Reflections and Orchard's Walnut Grove has been trimmed as extra work orders.
- b. **Holiday Lights:** Revised policy. Lights to be turned on the Monday after Thanksgiving and turned off January 15th. However, this may be the last year for the mini holiday lights as there are none included in the entrance way plans.
- c. **Grove:** Still trying for meeting with Tim Cotton, email send 1/17 and 1/26/14
- d. **Vallejo Landscape Manager:** Interview to be held 2/5, Burton wants the job.
- e. **Garbage Can:** Installed December 6 on Hiddenbrooke Parkway just South of Country Club Drive (Entrance to Golf Course) by John Estes. HMD Map updated. Can now being emptied.
- f. **Waterfall Turnoff information:** Still working with Burton to get written instructions.
- g. **Street Tree Work:** 1820, 1840 and 1867 Landmark Drive - Sycamore trees replaced with October Glory Maple tree because of long root problems. Six taken out and 5 replaced for \$5,500 by EZ Tree. There was no tree permit fee from City and HARC no longer involved in approving City Tree changes/removals. Also trimmed trees on Bennington to clear sidewalk by 10' and street by 14' because of complaint by blind resident.

5043 Staghorn Drive tree removed because of storm damage, but not replaced because too close to utilities (11/22/13).

City trees (two aristocratic pear) at 2408 Waterfall Way -- tree removal approved by Burton at owner's expense, work done by EZ Tree. No replacement trees required because of closeness of neighbor's street tree and utility lines and because there were five other trees in the front yard. One tree planted directly on top of the gas line to the house.

The City keeps list of the changes to our City Street trees for removals where no replacement tree is required per Don Burton.

- h. **HMD Keys:** Two keys made and given to Richard Tirrell, for Welcome Center and Safety Committee. Keys open all HMD locks including the new pump enclosure and entrance to John Mine Road.
 - i. **Hiddenbrooke Maintenance District maps** updated by Joyce and forwarded to HPOA for posting to web site.
 - j. **City Tree Ordinance Meeting on 1/22/14:** Draft of new ordinance not handed out. City was interested in learning what the residents wanted and who should be responsible for liability issues. City explained that in many parts of Vallejo, the owner actually owns the property to the middle of the street and the City has an easement. Attendees recommended lower, more reasonable fees and for the City to find a way to share the costs. The City would like to present the updated Tree Ordinance when they send the Sidewalk Ordinance to City Council which is currently scheduled for February 25th.
 - i. **Waterfall Accident,** Saturday, January 18, 2014. A resident returning to Hiddenbrooke around midnight saw the accident. There were fire, Highway Patrol and a Sherriff's car. Resident didn't see any Vallejo Police. The car was upside down resting on its roof. This information was reported to Don Burton who should be able to get report from the Highway Patrol. Pilaster was damaged, couple of electrical lights destroyed, lawn removed, several boulders moved and a city sign bent over. Burton believes that the car left oil residue. Coast to clean up and submit list of costs to repair which will be billed to the driver of the car.
 - k. **Dog Boxes:** Have been pried open and bags stolen.
3. **Items for Discussion:**
- a. **Monthly Inspection:** January 27, 2014 by Mahern and Estes with Don Burton and Sergio Rodriguez. Most frost damage removal will not start for at least two weeks or when we see rain in the forecast.
 - b. **Water Rationing in Vallejo:** City has put all LMD projects on hold until we get more water. All water features, including the Hiddenbrooke Waterfall will be turned off. HMDAC agreed to write a letter to the City asking that our landscaping receive the minimum water necessary to insure that all plants and lawns survive the drought as Hiddenbrooke would not easily recover from the loss of over \$1 million in landscaping. As part of this decision, the HMDAC unanimously agreed to support the incorporation of an irrigation component to our monthly landscape contract at a cost of \$5,000 per month to insure that we do our part to conserve water. As part of this, we want the contractor to cap all water sprinklers that do not actually water living plants.
 - c. **City of Vallejo:** HMD Financial Report for 6/30/13 (still not final) see handout prepared by Paul Norberg.

- d. **City of Vallejo:** HMD Expenses for six months ended 12/31/13 without adjustments. Most interesting information:

Ground maintenance (Coast & D &H)-5 months	\$36,550
Rehabilitation (Elec., Orchards, Trees, D&H)	\$23,337
Includes \$760 for paramedic building-Burton is Is checking on who is responsible)	
Electricity	\$ 4,777
Water	\$36,378
Entry – Killian (Remaining \$\$329,748)	\$18,748
Doty & Sons, Garbage Can	\$ 747
Leisuremore – 4 cases blue dog bags correction 16,000 bags, so \$.053 each	\$ 843

- e. **Maintenance of non HMD Property-St. Andrews Monument and Masters Monument:** The Golf Course has agreed to maintain these two areas: The area across from the Orchards and near Highgate on Landmark are still golf course property and Billy Casper Management are going to talk to the owner to see if he is willing to landscape them. This information was received from Chris Brittle.
- f. **Phase 1 Entrance Way Project: The City has put all LMD projects on hold because of the drought.** The City portion of the contract is now 80% complete. Burton just arranged for the balance of the contract legal work to be done by the Engineering Division and billed to HMD. This means an Engineer (other than Jill Mericuro) will complete the project and it will not be behind the park as a different Engineer will complete it. This should expedite the bidding process. Phase 1 was designed to meet California low water requirements for new plantings. The City has now put a hold on all LMD new projects. Burton wants to complete spec book now so when we get the okay, the project will move forward. The committee agreed to send a letter to Burton recommending that the Entrance Way project move forward as scheduled as it will actually save water.
- g. **Phase 2 Hiddenbrooke Parkway Project: All LMD projects now on hold due to drought.** Tentative planning meeting scheduled for Wed, Feb. 26th at 9 am will most likely be cancelled.
- h. **I-80 Interchange:** Expect report in March as to whether round about is an option. City still discussing whether HMD could maintain the interchange landscaping as SCI Consulting who prepares the Engineer's Report has indicated, HMD can't maintain it because the public benefit is too great. Chris Brittle is working on getting a more supportive response on landscaping. Also Brittle reported that Hiddenbrooke is part of the Phase 2 I-80 project and our metering lights will be turned on in 2015.

i. **Hiddenbrooke Improvement District (HID):** Committee met on Jan. 7th with HMD committee members Estes, Norberg, Baldwin and Bryant. HIDAC agreed to use HID funds to help complete Phase 2 of the Hiddenbrooke Parkway for 2014-2015. The HID Committee met later and decided not to allocate any excess revenues to HMD for 2014-2015. However, they are willing to reconsider any need once an amount is known. This project is now on hold per the City of Vallejo due to drought.

j. **Budget 2014-2015 estimated major operating changes:**

\$ 20,000	Welcome Center expected increased personnel contract costs
\$ 20,000	Welcome Center cameras
\$ 40,000	Irrigation component of landscaping (\$60,000 - \$20,000)
\$ 6,000	Increased electricity for waterfall pumps or no if turned off
(\$ 55,000)	Utility Corridor (to be paid from HID Funds)
<u>\$ 12,000</u>	Additional landscape maintenance requested by HMDAC
\$43,000	Possible Increase to HMD Budget 2014-2015
?????	New Vallejo Tree Policy ?? (prior budget \$12,000)

4. **Recommended HMD Levy 2014-2015:** After discussion of above expenses, it was felt that HMDAC should recommend to the City that we need to raise the levy within the consumer price index allowed range by about \$40 per year, or from \$610.80 to \$650 to account for the expected increase in annual operating expenses and to continue increasing our reserves to landscape the Parkway and provide replacement plants damaged by the severe frost. The Levy hadn't been raised in four years.

5. **Next Meeting:** Monday, April 29, 2014, 7 pm. Can't meet on first or third Monday because of conflict for Schussel with Planning Commission. Ginger did volunteer in the future to make a Friday afternoon meeting if that worked better for the committee.

6. **Action Items to Be Completed:**

a. Marcelline Mahern to draft letter to Donny Burton, LMD Manager with copies to City Council members Bob Sampayan and Katy Miessner regarding the need for minimum water to keep our landscaping alive and our desire to incorporate an Irrigation Contract in our monthly landscaping contract to better control our water. Letter to be written this week and signed by Estes.

b. Joyce Estes to notify Burton of recommended increase in the HMD annual levy of \$40 and our list of expected increases to the annual operating expenses.

7. **Adjourned 9:00 pm.**

**Hiddenbrooke Maintenance District
Financial Statements**

As Recapped by Paul Norberg	Actual	Actual	Actual	Budget
	<u>6/30/2011</u>	<u>6/30/2012</u>	<u>6/30/2013</u>	<u>6/30/2014</u>
<u>Balance Sheet</u>				
Cash	1,827,525	1,971,953	2,154,236	
Cash held by fiscal agent				
Interest receivable				
Accounts receivable				
Total	<u>1,827,525</u>	<u>1,971,953</u>	<u>2,154,236</u>	
Accounts payable	98,528	64,019	67,041	
Deferred revenue				
Deposit Payable Conservation Fund Red Legged frog				
Total liabilities	<u>98,528</u>	<u>64,019</u>	<u>67,041</u>	
<u>Fund Balance</u>				
Beginning of year	1,750,446	1,728,997	1,907,934	
Income	740,830	742,821	722,111	
Expense	-762,279	-563,884	-542,850	
Utility Corridor repair				
Transfers - FEMA Winter storm				
End of year	<u>1,728,997</u>	<u>1,907,934</u>	<u>2,087,195</u>	
Total liabilities and fund balance	<u>1,827,525</u>	<u>1,971,953</u>	<u>2,154,236</u>	
<u>Fund Balance Allocation</u>				
Landslide repair	755,384	736,499	735,053	842,033
Rehabilitation - Napa County section of Parkway	205,296	207,616	207,741	542,754
Reserve for encumbrances	0	61,037	56,673	
Red Legged frog endowment				
Unallocated and fees for specific improvements not spent	768,317	902,782	1,154,769	319,706
Total	<u>1,728,997</u>	<u>1,907,934</u>	<u>2,154,236</u>	<u>1,704,493</u>

Note: Information in this report was compiled by Paul Norberg from information supplied by the City of Vallejo
Please refer to the Engineer's Report for the Hiddenbrooke Maintenance District for additional details

<u>Income and Expense</u>	<u>Actual Fiscal 2011</u>	<u>Actual Fiscal 2012</u>	<u>Actual Fiscal 2013</u>	<u>Budget Fiscal 2014</u>
<u>Income</u>				
Taxes	717,268	720,500	720,744	720,744
Interest	23,559	19,934	1,110	
Unrealized gain(loss) on investments				
Other - Fees for specific improvement projects (A)	3	2,387	257	
Total income	740,830	742,821	722,111	720,744
<u>Expenses</u>				
Landscape maintenance				
Landscape	141,086	110,306	103,336	133,007
Waterfall maintenance	4,850	13,786	0	8,500
Trail maintenance	1,170	220	0	2,700
Repairs - irrigation	33,770	17,724	16,401	20,000
Street Tree maintenance	5,925	9,700	10,600	12,000
Open space maintenance	14,575	6,876	1,775	5,000
Natural damage - replacement				
Vandalism	2,080	1,595	1,250	2,500
Monuments	1,285	3,437	1,462	5,000
Water	59,991	45,273	48,748	62,000
Gas, electric, phone	9,160	10,511	8,785	10,200
Utility Corridor Maintenance	90,312	27,288	1,888	55,000
Orchards maintenance		0		
Sub total landscape maint	364,204	246,716	194,245	315,907
Indirect expenses				
Welcome Center	159,493	164,993	143,198	165,000
Napa Co Street system maintenance		4,200		
Welcome Center Maintenance	6,788	5,080	5,536	8,500
Red legged frog Conservation				
Geotechnical monitoring				
Rehabilitation	84,552	26,387	13,855	12,000
Entryway project			76,573	350,000
Replace walk trail HB Parkway				
Total indirect costs	250,833	200,660	239,162	535,500
City administration	137,137	104,854	97,791	62,531
Field Inspection				62,809
Professional fees -	10,105	4,449	4,444	5,458
Professional fees - spec assessments/bid notice				
Non departmental expense				
General fund contribution				-2,175
County administration	0	7,205	7,208	7,207
Total administration	147,242	116,508	109,443	135,830
Total costs	762,279	563,884	542,850	987,237
Transfer In - FEMA Winter storm				
Net income (expense) - transfer (from) to reserve	-21,449	178,937	179,261	-266,493